

Policies on Department Chairs and Program Directors

A. Term of Office

The positions of department chair and program director are twelve-month appointments, usually a three-year term with continuing eligibility for reappointment. Shorter or acting appointments may be made at the discretion of the Dean. The appointment of department chairs and program directors are made by the Dean after consultation with the department or program faculty members. Upon thirty (30) day's written notice either the Dean or the department chair or program director may discontinue the appointment.

B. Department Chair Qualifications

Department chairs are full-time faculty members who are either tenured or teaching faculty with multi-year contracts.

C. Program Director Qualifications

Program directors may be full or part-time faculty members whose academic and/or professional qualifications are in the subject matter areas of the programs they administer.

D. Course Load and Stipend

Faculty members who are department chairs or program directors assume responsibilities which, to some degree, redefine their load as faculty members. The HSB recognizes that performing these functions in a responsible manner takes time. Department chairs and Program Directors may receive credit release from teaching and may also receive an administrative stipend during the summer.

E. Duties and Responsibilities

Department chairs are responsible for providing leadership, vision, and coherence in relation to department faculty, department programs and courses and students who major or otherwise take courses in the department. Department chairs assume general responsibility for the welfare, morale, and professional development of faculty members. The chair is both the administrative officer of the department and the focus of leadership within the department. The duties and responsibilities of a department chair are found in Appendix A to this policy.

Program directors provide leadership, vision, and administration of undergraduate or graduate degree programs. The duties and responsibilities of a program director of undergraduate programs are found in Appendix B to this policy. The duties and responsibilities of a program director of a graduate program are found in Appendix C to this policy.

Policies on Department Chairs and Program Directors
Appendix A
HSB Department Chair Responsibilities

The focus of a department chair's responsibilities is faculty.

- Faculty planning
 - design a five-year departmental plan with emphasis on faculty hiring needs and departmental priorities, to be updated annually
 - provide annual progress reports on the five-year plan and other matters as requested to the Associate Dean for Academic Affairs (ADAA)

- Full-time faculty planning and development:
 - evaluate teaching skills
 - course evaluation review and appropriate developmental plans as needed
 - yearly classroom observation and appropriate developmental plans as needed
 - Blackboard oversight/liaison for faculty
 - review annually progress in research and scholarly publication and provide guidance as needed
 - review annual service commitments to the school, university and profession to ensure that they are responsive to the faculty members tenure, post tenure or teaching-track status and make recommendations as needed
 - where applicable, advise faculty members on the opportunity for a mini or full sabbatical
 - be the first point of information and assistance for questions about the Faculty Handbook
 - conduct timely teaching-track and tenure-track annual reviews (in the fall/winter), post-tenure reviews, and annual reviews for merit (in the spring)

- Full-time and adjunct faculty
 - send template for syllabi
 - review and update templates as needed
 - review course syllabi
 - set the expectation that all faculty members will use Blackboard
 - monitor faculty use of incomplete grades to insure consistency in application of HSB policy
 - monitor faculty use of individualized and independent studies to insure consistency in application
 - review teaching evaluations

- Adjunct faculty
 - recruitment
 - hiring
 - credentialing
 - on-boarding
 - monitor courses routinely taught by adjunct faculty members to ensure depth of coverage

- Schedule
 - course scheduling & cancelations
 - monitor course enrollments prior to the cancelation deadline to ensure maximum enrollments and to eliminate undersubscribed courses
 - full and part-time faculty teaching assignments across all programs

- Students
 - student advisement management oversight
 - manage individual student feedback about classroom and faculty issues
 - monitor academic integrity and student code of conduct violations
 - decide administrative permissions, including overrides and where applicable, leaves of absence
 - review student-initiated grade changes

- Manage faculty attendance at
 - Admitted Students Day
 - student orientations
 - PiperPreview
 - Fall Visit Days
 - Major Decisions Fair
 - outreach events

- Budget management – faculty development funds, adjunct hires

Updated 06.08.16

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Appendix B
HSB Director of Undergraduate Programs Responsibilities

- Program quality
 - design a five-year plan for program innovation, to be updated annually
 - in conjunction with the Associate Dean for Academic Affairs (ADAA), implement periodic program & curricular review
 - lead program development and implementation of tri/cross sector curriculum
 - have overall responsibility for assurance of learning/program assessment
 - review program faculty members' course evaluations and provide input, as appropriate, to the department chair
 - chair the Undergraduate Curriculum & Assessment Committee (UCAC)
 - participate in the adjunct credentialing process
 - provide annual progress reports on the five-year plan, assurance of learning/program assessment, and other matters as requested to the ADAA
 - manage Bulletin content
 - manage course articulation process and requests
 - manage undergraduate listserv for information on course changes and internships
 - manage search for and relationship with Honoring Women Worldwide

- Enrollment management
 - provide input to the recruitment & marketing teams regarding
 - marketing strategy
 - catalog content
 - program website design and content which comes from the Bulletin
 - attend admitted students day
 - assist in planning and attend student orientations
 - participate in outreach events
 - manage faculty attendance at Piper Preview, Fall Visit Days, and Major Decisions Fair

- Scheduling
 - advisory to department chairs

- Student advisement oversight/supervision
 - provide advice and guidance, as needed, to HSB faculty advising undergraduates
 - work with Academic Advising on retention issues and stop-outs

- Serve as a liaison to the relevant program student group and the program committee of Dean's Executive Council

- Supervisory role with Program Assistant

- Other duties as assigned

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Policies on Department Chairs and Program Directors
Appendix C
HSB Graduate Program Director Responsibilities

The focus of a program director's responsibilities is three-fold: program quality, students and outreach.

- Program design and quality
 - design a three-year plan for the program to fit within the overall strategic plan for the HSB
 - provide annual updates on the plan, assurance of learning/program assessment, and other matters as requested to the Associate Dean for Academic Affairs (ADAA)
 - in conjunction with the ADAA, implement program & curricular review, as needed
 - have overall responsibility for assurance of learning/program assessment
 - review program faculty members' course evaluations and provide input, as appropriate, to the department chair
 - have membership on the relevant curriculum & assessment committee
 - convene periodic program faculty meetings
 - where applicable, advise the program advisory board

- Enrollment management
 - assist the ADAA in tracking program enrollments
 - provide input to the recruitment & marketing teams regarding
 - marketing strategy
 - catalog content
 - program website design and content
 - assist graduate admissions, as needed, in the handling of prospective student questions
 - make admission decisions
 - assist in planning and attend student orientations
 - participate in outreach events

- Student advisement oversight/supervision
 - provide advice and guidance, as needed, to the graduate student advisor in the monitoring of student academic progress
 - work, as needed, with the graduate student advisor on students' progress toward graduation
 - review and decide administrative permissions, e.g., OPT, leaves of absence
 - provide guidance & permission to students interested in pursuing independent & individualized study options
 - assist the graduate programs advisor in dealing with student questions, issues, and complaints

- Other duties as assigned

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